

Supervisory AUSA

USAO District of Vermont

Attorney

11 Elmwood Ave

Burlington, VT 05401

United States

Continuous Advertisement, updated 3/11/2021

About the Office:

The United States Attorney's Office, District of Vermont, is located in Burlington, Vermont. The office has approximately 24 Assistant United States Attorneys and 31 support staff, which support both the criminal and civil divisions. The District of Vermont includes the main office located in Burlington, Vermont and a branch office located in Rutland, Vermont. Our office has a competent, friendly and talented staff, an outstanding relationship with the courts and enjoys excellent professional working relationships with the agencies.

Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified men and women from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

On a regular and recurring basis, this office fills the Supervisory Assistant United States Attorney (AUSA) positions that it has been allotted. These temporary, at will positions, make up the management team of the office, under the control, supervision and direction of the United States Attorney. AUSAs selected for these supervisory positions will be responsible for exercising dynamic leadership and efficiently and effectively managing the employees in their respective sections to accomplish the mission of the Department and the specific goals of this office, as set forth by the United States Attorney.

Responsibilities and Opportunity Offered: The supervisory positions that will be available on an occasional basis include, Criminal Chief, Civil Chief and Senior Litigation Counsel. The reporting structure for these positions will be as shown on the office's Organization Chart. The specific duties will be clarified by the United States Attorney or First Assistant United States Attorney. Each supervisor will be the leader and manager of the respective sections

Training: Those AUSAs selected for a supervisory position for the first time will be required to attend the Justice Leadership Institute, or a Legal Issues for Managers Seminar.

Type of Position: All Supervisory AUSA appointments are temporary, at-will positions.

Qualifications:

Required qualifications: Applicants must have at least three years of experience as an AUSA or comparable legal experience. Interested AUSAs must have at least a fully successful performance rating for the last evaluation year. All applicants must be an active member of the bar (any jurisdiction) and not have received any disciplinary action within the past year from the date of the application. Preferred

qualifications: Applicants should be able to demonstrate by experience, knowledge, or training, that they have an understanding of basic leadership and managerial skills.

Security Requirements: Depending on the position, a Supervisory AUSA may require access to a Top Secret Clearance.

Salary:

Assistant United States Attorneys' pay is administratively determined, in part, on the number of years of professional attorney experience. Similarly, the pay for a Supervisory AUSA is based on the same pay scale and on the specific supervisory position.

Travel: Occasional

Application Process:

Individuals interested in a supervisory position should give notice or submit materials which summarize their qualifications for the position. Materials may include a cover letter, resume, and writing sample. Written notice and/or materials should be filed with the First Assistant United States Attorney, who will maintain the supervisory interest list which will be reviewed as vacancies arise. Materials may be updated as needed. Upon receipt of an interest notice, the First Assistant United States Attorney will notify the AUSA that the submission of their name, and/or materials in support, does not create any rights to a temporary supervisory AUSA position. AUSAs who no longer wish to be considered for future supervisory positions should notify the First Assistant United States Attorney in writing. Materials should be sent to the contact below.

benjamin.gerace@usdoj.gov

or

Benjamin M. Gerace, HRS
United States Attorney's Office
P.O. Box 570
Burlington, Vermont 05402-0570

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Relocation Expenses: No

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Department Policies

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, protected genetic information, pregnancy, status as a parent, or any other nonmerit-based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full [EEO Statement](#).

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of [DPOCs](#).

Suitability and Citizenship: It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

Veterans: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

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This and other vacancy announcements can be found under [Attorney Vacancies](#) and [Volunteer Legal Internships](#). The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.